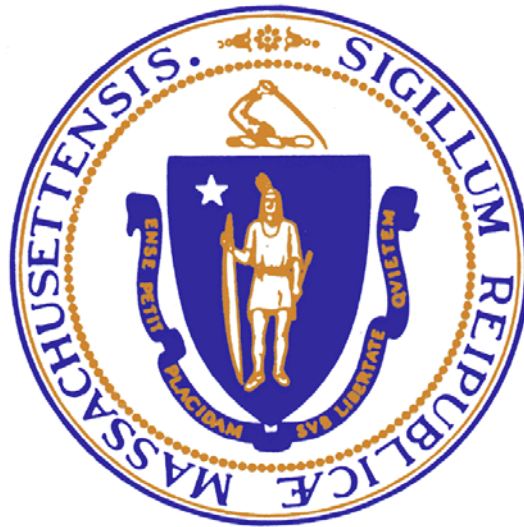


EXECUTIVE OFFICE OF PUBLIC  
SAFETY & SECURITY

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DEPARTMENT OF FIRE SERVICES

**STUDENT AWARENESS OF FIRE EDUCATION  
GRANT APPLICATION FY 2009**



Deval L. Patrick  
Governor

Kevin M. Burke  
Secretary of Public Safety & Security

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## **Fiscal Year 2009 S.A.F.E. Grant Application**

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### **Purpose:**

The Student Awareness of Fire Education (S.A.F.E.) program was established in Fiscal Year 1996 in an effort to educate students about the fire and health hazards of smoking-related materials. The program's mission is to provide students with the knowledge base to recognize the dangers of fire, including the fire hazards that smoking-related materials pose. The core of the S.A.F.E. Program has been and will continue to be school-based. Because learning occurs at all ages, and is not limited to pupils who attend school, as of fiscal year 2006, S.A.F.E. funds can now be used to implement community fire and life safety education programs outside of school buildings. S.A.F.E. is implemented by firefighters who have special training in teaching fire and life safety education.

The S.A.F.E. educator serves as a role model for impressionable youth while providing students with firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and through a core school-based program, to effect a change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire departments, working together to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning by teaching the Key Fire Safety Behaviors in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*, and by modeling teamwork for the students.

### **Program Grants:**

If a fire department/district had an active Student Awareness of Fire Education Program in any of the Fiscal Years 2000-2008, they may apply for a Program Grant. Active is defined as having received a S.A.F.E. Grant in at least one of those years. Otherwise the fire department is eligible to apply for a Planning Grant only.

Any application scoring less than 25 points will only be considered for a planning grant.

### **Planning Grants:**

Any fire department/district that did not have an active S.A.F.E. Program in Fiscal Years 2000-2008 will be eligible to apply for a Planning Grant. The goal is to assist the fire department/district to be prepared to implement a full program and be able to meet the requirements for a Program Grant the following year.

Effective in FY 2009, a city, town or fire district will only be eligible to receive a single year planning grant. In future years communities or fire districts that wish to apply for additional planning grants will need to describe what extenuating or unusual circumstances prevent them from applying for a program grant in a second or future year. Decisions on subsequent year funding for additional planning grants will be at the discretion and approval of the State Fire Marshal.

### **Joint Applications for Program Grants**

Fire departments or fire districts may submit joint applications to pool funds for regional programs. A single fire department or fire district can submit an application on behalf of their community and/or fire district in collaboration with other communities and/or fire districts. Total grant awards will be the sum of the individual amounts for which each city, town or fire district is eligible.

Each community or fire district receiving services from another entity will need to sign the Joint Application Agreement to that effect and will not be eligible to receive any other S.A.F.E. program funding for the same grant period.

### **Joint Applications for Planning Grants**

Regional grant applications will be accepted from multiple communities or fire districts for a single year planning grant to establish a regional program. Total amount of the planning grant for the multiple jurisdictions will be equal to a single planning grant for any city, town or fire district. All cities, towns or fire districts will need to sign the Joint Application Agreement indicating that they wish to be included in the regional application.

### **Elements of a Successful S.A.F.E. Program:**

- A. Joint Planning** - S.A.F.E. requires collaborative effort among the fire service, educators, and other outside agencies.
- B. Written Agreement** – In order to implement S.A.F.E., a written agreement between the fire department and school officials is required. All parties must sign the mission statement included in the application section demonstrating each agency's commitment to S.A.F.E. and to achieving the goals outlined in the application.
- C. Firefighter/Educator Selection** – The high quality of the educator is the foundation of the S.A.F.E. Program.
- D. Firefighter/Educator Training** – The success of the lessons delivered and the partnership with the school relies on well-trained educators. S.A.F.E. educators must be properly trained in classroom management and presentation techniques in order to be credible in the classroom. The skills developed as a result of the training provided to educators by the Massachusetts Firefighting Academy (MFA) will ensure program consistency and quality. Every S.A.F.E. program should have a lead educator that has completed the MFA's 5-day *Public Fire and Life Safety Educator* course or plans to enroll the lead educator as part of the grant application.

The course provides training in classroom management techniques, child and adult development, lesson planning, public speaking, and program evaluation skills. Through these instructions, the educator will develop a working knowledge of

## Fiscal Year 2009 S.A.F.E. Grant Application

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existing fire safety education curricula, trends, theories and the Department of Education's curriculum frameworks.

- E. Curriculum** – A core curriculum for the S.A.F.E. program consists of any nationally recognized fire safety curriculum or any suitable combination of nationally recognized curricula. The program should contain a segment concentrating on the dangers associated with fire, the result of the improper use and disposal of smoking-related materials, and discussion of the harmful effects of smoking-induced illness from the EMT/Firefighter perspectives. The *Massachusetts Fire and Safety Education Curriculum Planning Guidebook* is available to the educator. The *Guidebook* outlines the key fire safety behaviors by age group. Please specify the key fire safety behaviors you will be teaching to each age group in your goals and objectives and on your activity sheet.
- F. Classroom Instruction** – School-based programs must be the core of a successful S.A.F.E. Program. Other activities such as reaching parent organizations are recognized as supporting the core program. Individual classroom instruction is more effective than assembly-type programs. While assembly or auditorium style presentations are sometimes the only option the school offers, they are less effective and thus discouraged except in combination with individual classroom visits with the same students. Programs that reach the same students multiple times are most effective as more key fire safety behaviors can be taught and reinforced in multiple visits than in a single visit or in a large assembly. Programs that use their resources to reach a larger percentage of the school-age population have a greater impact in their community. **One-half of the budget must be devoted to the core school-based program.** Priority will be given to programs that: provide classroom-based instruction; have multiple contacts with individual students; reach a larger percentage of the school-based population; and clearly articulate the key fire safety behaviors that will be taught at each grade level.
- G. Student Evaluation-** All S.A.F.E. programs must include a method of conducting and documenting student evaluations. Written results must be summarized in the required year-end report. Without evaluation, how do you know the students learned the lesson or understand the key fire safety behavior? Evaluation can take the form of:
- written pre and post-tests;
  - post-tests only;
  - documented verbal pre- and post-tests (what questions were asked, which key fire safety behaviors were understood and which ones required review or were new information);  
--- pre and post tests must cover only those key behaviors to be included in the lesson
  - homework assignments;
  - essays;
  - completed home escape plans; or
  - demonstrations (for example, document how many students successfully demonstrated stop, drop and roll).

- H. Firefighter/Educator Evaluation** – Procedures to monitor and evaluate the S.A.F.E. educator's classroom performance are important to the success of the S.A.F.E. Program and must be included. This helps to ensure that the S.A.F.E. curriculum is presented accurately and effectively and that it is adequately tied into curriculum framework objectives. Educator and course evaluations must be utilized to assess presentation, content, and educator effectiveness. Teacher feedback on specific lesson plans or presentation styles is an important component of the collaboration.
- I. Informal Educator/Student Interaction** – In addition to formal classroom teaching, S.A.F.E. educators need to spend time interacting with students informally. This provides students with an opportunity to become acquainted with the firefighter. The firefighter becomes a trusted friend and mentor; someone a student can turn to if he or she is experiencing difficulty.
- J. Teacher Orientation** – In order to function effectively in the classroom, the educator needs the support and understanding of teachers. S.A.F.E. educators need to meet with teachers to explain their role and to discuss how they can work together to reach the program's objectives. Knowing the classroom teacher's learning objectives can help the S.A.F.E. educator integrate the lesson into what is currently happening in the classroom.
- K. In-Service Training** –The program will provide opportunities for regular in-service training for the S.A.F.E. educator. The emphasis on continued training ensures that the skills are reinforced and the S.A.F.E. educator is kept informed of the latest teaching methods and program initiatives. The Department of Fire Services is planning to conduct a series of single and multi-day workshops. In addition to skill development, these workshops will provide an opportunity for on-going program evaluation and peer review of implementation techniques.
- L. Community Presentations** – Firefighters, educators and others committed to the success of this effort must ensure that the program is visible and widely accepted. The intent is to promote community understanding, acceptance and support by establishing coalitions that are essential for S.A.F.E.'s successful implementation. While the classroom-based program is at the core, programs that include parents, grandparents and the larger community in supporting the classroom-based program can be key to its success.
- M. Policy Initiative** – Fire departments, school departments, local boards of health and councils on aging are encouraged to collaborate whenever appropriate to promote fire safe environments.
- N. Role Model** – Because S.A.F.E. educators are role models for impressionable youth, care should be taken that students do not see those few remaining

## **Fiscal Year 2009 S.A.F.E. Grant Application**

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firefighters who smoke in the act of smoking while on-duty or in uniform whether it be near the fire station, the school, or out in the community.

### **Eligibility:**

Any city or town whose fire department or fire district had a S.A.F.E. Program Grant in any of the Fiscal Years 2000-2008 and is committed to working with school systems, public health and other community agencies to develop a well conceived and coordinated fire safety education program *is* eligible to apply for the Program Grant. This program should include the fire, burn and health hazards associated with the unsafe use and disposal of smoking materials, match and lighter safety, and both prevention and survival of fires started by smoking materials. Fire departments with ongoing programs may utilize grant resources to enhance their current efforts by adhering to the S.A.F.E. program's guidelines. Fire departments/districts that are not eligible for a Program Grant may apply for a Planning Grant.

### **Selection Process:**

The Office of the State Fire Marshal will designate a team to review the grant applications.

Several items will be required on a pass/fail basis for applications to be considered. Applications that fail to include any one of these items will be returned. The applicant will have one week to provide the required information or the application will not be considered.

### **Pass/Fail Requirements**

#### **Pass/Fail Requirements for the *Program Grant*:**

1. Have all **past S.A.F.E. Year-End Reports** been completed and submitted?
2. Have authorized representatives from both the **school** and fire departments **signed the mission statement**, thus attesting to a joint planning process and commitment to work to achieve the goals outlined in the application?
3. Are the **key fire safety behaviors** to be **taught at each grade level** listed?
4. Is the fire risk of **smoking materials** (cigarettes, pipes, lighters, matches, etc.) one of the key fire safety behaviors addressed?
5. Does the application provide the name of an active **S.A.F.E. educator** who either holds a teaching certificate or **has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day Public Fire and Life Safety Educator (PF&LSE)** course?
6. Does the budget justification show that a minimum of **50% of the budget supports a school-based program**?

## **Fiscal Year 2009 S.A.F.E. Grant Application**

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7. Does the grant detail how student **evaluation** on each key fire safety behavior will be documented?

Each application will be scored based on an objective score. Any application scoring less than 65 points will not be awarded the full amount the community would otherwise be eligible for. Any application scoring less than 25 will be considered for a Planning Grant only.

### **Pass/Fail Requirements for the *Planning Grant*:**

1. Does the application provide the name of an active S.A.F.E. educator who either holds a teaching certificate or **has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day Public Fire and Life Safety Educator (PF&LSE)** course?
2. Do the program narrative and activity worksheet outline one specific school-based program (such as classroom visit, fire safety house visit, assembly program) and one community program (such as an open house)?

## **Method Used to Allocate the Grant Awards**

### **Planning Grants**

Fire departments or fire districts that have not had an active Student Awareness of Fire Education Program in any of the Fiscal Years 2000-2008 are eligible to apply for a Planning Grant only. Planning grants will be awarded based on available funds. It is anticipated that \$1,500 will be the award for planning grants. Planning grants can be awarded once, and then fire departments/fire districts must apply for program grants.

### **Program Grants**

Program grants will be awarded using a tier system based on a community's population in the 2000 U.S. Census.

<b>Tier</b>	<b>Amount</b>	<b>Population</b>
1	\$2,500	0-4,999
2	\$3,200	5,000-14,999
3	\$4,000	15,000-29,999
4	\$5,000	30,000-49,999
5	\$6,300	50,000-89,999
6	\$10,200	90,000-499,999
7	\$13,600	Over 500,000

A list of communities, their population tier and the amount they are eligible to apply for accompanies this application.



## **Fiscal Year 2009 S.A.F.E. Grant Application**

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### **Fire Districts**

Fire districts applying for S.A.F.E. program grants will be eligible to apply for the portion of the town's total eligible amount equal to the portion of the town's population they protect.

For instance, a community is divided into three districts (District 1 protects 60%, District 2 protects 25%, and District 3 protects 15% of the town's population). The town's funding amount based on population is \$4,000. District 1 would be eligible to apply for 60% of \$4,000, which is \$2,400; District 2 would be eligible to apply for 25%, which is \$1,000 and District 3 would be eligible to apply for 15%, which is \$600.

### **Regional or Group Applications for Program Grants**

Fire districts may enter into agreement with other districts in their community to serve as a single provider for public fire education services for their community. When all fire districts in the community sign the Joint Application Agreement, a single district will then receive the full funding for which the entire community is eligible. No other fire district in the community will be eligible for any other S.A.F.E. program or planning funding for the same grant period.

### **Minimum Criteria**

Program Grant applications must pass all the pass/fail requirements and receive a score of 65 points or higher to be awarded full funding. Applications scoring less than 65 points will receive a lesser amount. Any application scoring less than 25 will be considered for a Planning Grant.

Planning Grants must pass all pass/fail requirements.

### **Program Grant Scoring Criteria**

The Office of the State Fire Marshal will review applications using scoring criteria designed to encourage quality programs that also have accountability. This year, a total of 65 points is required for an application to be considered "meets program requirements" and to be fully funded. In future years, higher scores may be required.

#### **Participation in MFIRS**

**5 points**

- Participation in MFIRS is current through December 2007                      yes = 5 points, no = 0 points

Verification will be made by the Department of Fire Services

#### **Training of S.A.F.E. Educators**

**30 points**

- Name of active SAFE educator who has completed PFALSE or who holds a teaching certificate      = 30 points

**Or**

- Name of active SAFE educator who is enrolled in PFALSE                      = 25 points

- Name of active SAFE educator who has completed

## **Fiscal Year 2009 S.A.F.E. Grant Application**

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12 –hour Public Education Presentation class = 5 points

### **School-Based Program Organization 40 points**

#### **Presentation Style: 20 Points**

- Assembly/Auditorium Presentation = 5 points
- Combination Assembly and Classroom Presentations = 12 points
- Individual Classroom Presentation = 20 Points

#### **Multiple Student Contacts – 10 Points**

- 1 contact per student = 2 points
- 2 contacts per student = 5 points
- 3 contacts per student = 8 points
- 4 or more contacts per student = 10 points

#### **Breadth of Program- 10 points**

- Less than 10 total classroom visits or 20% of the student population reached through classroom presentations = 2 points
- 11-25 total classroom visits or 40% of the student population reached through classroom presentations = 4 points
- 26-50 total classroom visits or 60% of the student population reached through classroom presentations = 6 points
- 51-75 total classroom visits or 80% of the student population reached through classroom presentations = 8 points
- More than 76 total classroom visits or more than 80% of the student population reached through classroom presentations = 10 points

#### **Evaluation 25 points**

- Document the method of conducting student evaluations =Range 0-15 points
- Document the method of conducting educator evaluation =Range 0-10 points

A copy of the Program Grant Score Sheet that will be used by the reviewers is attached to this document.

**Funding of your S.A.F.E. Grant will be contingent, among other items, upon the following:**

## **Fiscal Year 2009 S.A.F.E. Grant Application**

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### ***For Program Grants***

1. Your completion of any outstanding Year-End Reports.
2. Your partnership with schools or other agencies involved with your target audience.
3. Your program must address the fire risk of smoking materials.
4. Your program must list the key fire safety behaviors to be taught by age group.
5. Your program must be at least 50% school-based.
6. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course within the grant period.
7. Your program must include a method for documenting student and educator evaluations.

### ***For Planning Grants***

1. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course within the grant period.
2. Your program must have one school-based and one community-based activity.

### **Program Period**

The grant award funds shall be expended within 12 months of receipt of the funds and the required reports submitted by January 31, 2010 or with your next year's application, whichever date is sooner.

### **Submission Requirements:**

Submit an **ORIGINAL** and **TWO COPIES** of your completed application. A team designated by the Office of the State Fire Marshal will read and score the applications. Applications **must be received** no later than **5:00 PM on Friday, October 17, 2008** by mail or hand delivery to:

Department of Fire Services  
P.O. Box 1025, State Road  
Stow, MA 01775  
ATTN: 2009 S.A.F.E. Program

Only those Communities/Districts submitting joint applications need to submit the attached **Joint Application Agreement** with their completed application.

Please **do not include** any additional pages or materials to the applications that are not otherwise specified. **Do not bind the grant applications** and **do not attach the instruction sheets**. **Faxed applications are NOT acceptable.**

**Please note: Electronic submissions of the application will not be accepted due to the original signature requirement.**

**THE APPLICATION IS AVAILABLE ON-LINE AT OUR WEBSITE**

**[www.mass.gov/dfs](http://www.mass.gov/dfs)**

**Deadline for Submissions:**

**NO EXTENSIONS** for submission of applications will be granted. Applications must be received by **5:00 PM on Friday, October 17, 2008.**

**Reporting Requirements:**

All grantees will be required to submit the FY '09 year-end report by January 31, 2010 or with your next year's application, whichever date is sooner.

**Contact:**

For assistance in the conceptualization or formulation of your program or application, please contact Jennifer Mieth at [Jennifer.Mieth@state.ma.us](mailto:Jennifer.Mieth@state.ma.us) or on the telephone at (978) 567-3380.

**Award Process:**

After all applications are reviewed and scored, award recommendations will be made to the State Fire Marshal. The Marshal's decision will be final. All award letters will be mailed to grantees on or about December 1, 2008. Once the contract is finalized by DFS the grant funds will be electronically distributed to grantees. The grant award funds shall be expended within 12 months of the date of the award letter.

**How to Complete the S.A.F.E. Grant Application:**

*Note: An application may be completed using a computer **but must adhere** to the following format. (See page 28 if you are only applying for a Planning Grant.)*

1. Cover Sheet – includes applicant information and community and school demographic information.

Applicant's Information: Include the Applicant's Name, Title, Organization Name, Mailing Address, City, State, Zip Code, Business Telephone, Business Fax Number, Email and FDID Number.

Community Demographics: Include the community's total population as provided by the Department of Fire Services from the 2000 U.S. Census, the total school enrollment in grades K-12, separated by public and private (the school superintendent's office can help with the school enrollment figures), the number of schools by type (elementary, middle, high) broken out by public and private. List any other high-risk population targeted by your program (i.e. number of senior citizens.) Applications without this information will be considered incomplete and returned to the applicant.

Trained S.A.F.E. Educator: Provide the name of either:

- the lead S.A.F.E. educator who has completed the Mass. Firefighting Academy's *Public Fire and Life Safety Educator* course or;
- the name of the lead S.A.F.E. educator who will complete the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course within the grant period or;

## **Fiscal Year 2009 S.A.F.E. Grant Application**

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- the name of the lead S.A.F.E. educator who has completed the Massachusetts Firefighting Academy's 12-hour *Public Education Presentation* course.

Amount Requested: Program grants will be awarded using a tier system based on a community's population in the 2000 U.S. Census. The Department of Fire Services has provided a list of fire departments/fire districts and the eligible amounts.

Those applying for a planning grant should request \$1,500, however actual awards will be determined based on available funds.

Type of Grant Requested: Planning or Program Grant (described on page 2)

Authorized Signature: Signature of Chief Executive Officer or designated fire official authorizing this application.

2. Signed Mission Statement – a designated official from your respective fire and school departments must sign the S.A.F.E. mission statement that appears on page 18. By signing this statement, your community pledges to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives and acknowledges a joint planning process.
3. Program Goals and Objectives – (1 page limit)  
**Write your program goals and objectives.** Your application should state your program goals and objectives. Your budget and evaluation measures should correspond to your goals and objectives.

A goal is a general statement describing what you hope to accomplish. An objective states who, what, when, where and how the goals will be accomplished.

The following are some examples of goals and objectives:

- |           |  |
|-----------|--|
| GOAL      | To conduct a public fire and life safety education program within the Anytown elementary schools using firefighters trained as educators.  |
| OBJECTIVE | To train two firefighters as life safety educators by sending them to the 40-hour <i>Public Fire and Life Safety Education</i> training at the Massachusetts Firefighting Academy. |
| GOAL      | To increase the fire department's ability to help the community manage its risk from fire.   |
| OBJECTIVE | To present fire safety lessons from the ABC Curriculum addressing the XYZ Key Fire Safety Behaviors to five classrooms of third graders three times during the school year.        |

## **Fiscal Year 2009 S.A.F.E. Grant Application**

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4. Program Narrative – (2 page limit)

Summarize your existing program in one paragraph or if none exists now, describe your prior S.A.F.E. program.

Include the following in your proposed FY '09 S.A.F.E. Program narrative:

- Describe the target audience (grade levels, ages, segment of community)
- Describe which Key Fire Safety Behaviors you will address (Explain Activity Worksheet) at each grade level and what nationally recognized fire safety curricula you will draw your lessons from.
- Describe how you will deliver your program (e.g. two classroom visits to each of 15 third grades followed up with a visit through the fire safety house.)
- Describe how you will conduct student evaluations (this must be written, see page 4 of the instructions).
- Describe how you will conduct program/educator evaluation.
- Describe training of S.A.F.E. educators, or plans to train S.A.F.E. educators.

5. Activity Worksheet - Specify what age groups/grades you are targeting, how many times instructors will contact an individual student or visit the same classroom, (# of visits or contacts per student) the total number of students in that grade level you will contact, list the Key Fire Behaviors you will address in each grade and list the student evaluation component of your lesson plan (e.g. homework assignment, essay, post-test, home escape plan, document number of students correctly demonstrating behavior, etc.)

### **Activity Worksheet**

List what you plan to accomplish in your FY 2009 S.A.F.E. Program

- ◆ **Grade Category:** Complete the report with information by grade grouping. Include only information that applies to your program. In the example below we show a program that will reach the first grade only.
- ◆ **Number of Visits per Classroom:** How many times will you visit the same classroom? We want to know how many times each student at this grade level will have a lesson by a S.A.F.E. educator. In the example below each first grade classroom will have three separate visits from the S.A.F.E. educator.
- ◆ **Number of Classrooms Reached by S.A.F.E.:** How many classrooms (or homerooms) at this grade level will be visited by your S.A.F.E. Program. In the example below, the S.A.F.E. educator will visit five separate first grade classrooms. .
- ◆ **Number of Students Reached by S.A.F.E.:** Enter the number of students to be reached by your S.A.F.E. Program by grade grouping. Use classroom enrollment as a guide. For instance, how many first graders will your program reach through the classroom visits? In the example below, there are five separate first grade classrooms with 20 students each, for a total of 100 students reached. Do not count each student more than once.
- ◆ **Type of Presentation(s):** (e.g., classroom, auditorium, public event, demonstration in a fire safety house, etc.)
- ◆ **Curriculum or Key Fire Safety Behaviors:** Enter the curriculum you used. (LNTB, Smoke Detectives) and the key fire safety behaviors your program covers. (i.e.,

## Fiscal Year 2009 S.A.F.E. Grant Application

practicing Home Escape Plans, Understanding and Practicing Match and Lighter Safety.)

- ♦ **Student Evaluation Method(s):** How will you evaluate that the student successfully understood the lesson? (e.g., pre-& post-test, essay, documentation of demonstration, homework assignment). Evaluations must be written down and measurable. (Samples of evaluation tools may be attached – not to exceed 5 pages.)

Grade Category	Number of Visits Per Classroom	Total # Classrooms Reached by S.A.F.E.	Multiply # of Visits X # of Classrooms	Total # of Students Reached By S.A.F.E.	Type of Presentation	Curriculum or Key Fire Safety Behaviors	Student Evaluation Method
First Grade	3	5	15	100 (5 home-rooms with 20 students each)	Class-room Auditorium	1) Practicing Crawl Low Under Smoke; 2) Understanding and Maintaining Smoke Detectors; 3) Making and Practicing Home Escape Plans	Home-work Essay Pre/Post Tests Demonstration

- ♦ **Calculate Percent of Student Population Reached:** Using the student enrollment figures from the Community Demographics Section, divide the total number of students reached (in this example it is 100) by the total student enrollment. Multiply by 100 to make it a percentage.

6. Budget Worksheet – Specify the total dollar amounts that you propose to spend for each budget item. The total must equal the grant amount requested.

### Use of Funding and Budget Information:

The following categories specify the general types of uses for the grant award. They correspond to the line items that appear on the budget worksheet (page 24). The categories, including possible examples, are as follows:

#### A. Training

To provide training of personnel in any nationally recognized fire safety curriculum. Training courses and seminars sponsored by the Department of Fire Services. Typical expenses in this category include tuition, S.A.F.E. related in-state travel or lodging, and meal expenses.

#### B. Overtime – Training

To defray overtime costs incurred as a result of a S.A.F.E. educator participating in *training* that occurs and/or extends beyond his/her regularly assigned tour of duty.

## **Fiscal Year 2009 S.A.F.E. Grant Application**

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### **C. Personnel**

To defray personnel costs incurred as a result of a commitment to S.A.F.E., such as replacement costs of firefighters dedicated to the S.A.F.E. program initiatives.

### **D. Overtime - Replacement Costs**

Examples of appropriate use of overtime are: replacement of personnel (backfilling), compensating a S.A.F.E. educator working on S.A.F.E. activities beyond his regularly scheduled tour of duty. All S.A.F.E. personnel expenditures should be in accordance with existing collective bargaining agreements.

### **E. Supplies and Operating Expenses**

To purchase supplies related to S.A.F.E. such as: program curriculum, workbooks, DVDs/videos/handouts, classroom supplies, T-shirts, bumper stickers, and other educational or promotional materials.

### **F. Equipment**

To purchase or lease equipment to support and enhance S.A.F.E. efforts such as televisions, VCR's, and camcorders.

### **G. Other**

To purchase miscellaneous and/or incidental items related to the successful implementation of the S.A.F.E. program.

7. Budget Justification – Describe how you will spend the grant award. Detail the expenses listed on the Budget Formulation Worksheet. Explain how you arrived at the total numbers. For example: the # of hours preparing for and conducting presentations, the # of presentations times hourly rate should equal your estimated personnel budget.
8. Copy of the Score Sheet- that will be used by the Office of the State Fire Marshal. You may use this score sheet to double check that your application has covered all of the key components for a successful program. Please **do not** send the score sheet in with your completed application.
9. Joint Application Agreement- To be used only when fire departments or districts are submitting a combined grant application. All parties to the joint application must sign and agree that only one will apply on behalf of all.

### **Limitations on the Use of S.A.F.E. Funds**

Funds for programs and services provided through this grant are intended to supplement not supplant other funding sources. Generally, no funding will be approved for:

- Construction, office furniture (e.g. copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, rugs, etc.), and the purchase or lease of motor vehicles.
- Out of state travel or out of state lodging.



## **Fiscal Year 2009 S.A.F.E. Grant Application**

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- Any existing program, salaries or other costs *unrelated* to the S.A.F.E. program.
- Code enforcement activities.
- Stipends for schoolteachers and lay personnel.
- The purchase of a Fire Safety House.

**Fiscal Year 2009 S.A.F.E. Grant Application**

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**Preparer Information**

Name	
Title	
Organization Name	
Address	
City	
State	
Zip	
Business Phone	
Business Fax	
Email	
FDID Number	

**Community Demographics**

<b>Total Community Population</b> Source: Department of Fires Services from 2000 U.S. Census.		
	Public	Private
<b>K-12 School Enrollment</b>		
Pre-K –K		
Grades 1 and 2		
Grades 3 and 4		
Grades 5 and 6		
Grades 7-8		
Grades 9-10		
Grades 11-12		
<b>Total</b>		
<b>Number of Schools (by type):</b>	Public	Private
Elementary		
Middle		
High		
<b>Total</b>		

**Fiscal Year 2009 S.A.F.E. Grant Application**

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Other High-Risk Population Targeted (specify) _____		
<b>Total</b>		

**S.A.F.E. Educator Training**

Name of Lead S.A.F.E. Educator who has completed MFA <i>Public Fire and Life Safety Educator Training</i>	
Name of Lead S.A.F.E. Educator who will complete MFA <i>Public Fire and Life Safety Educator Training</i> within the grant period.	
Name of Lead S.A.F.E. Educator who has completed MFA <i>Public Education Presentation Training</i> .	

Type of Grant Requested:      Program Grant   ☐              Planning Grant   ☐

Grant Amount Requested: \_\_\_\_\_

Signature of Authorizing Official

\_\_\_\_\_  
Fire Department  
Authorizing Official/Date

**S.A.F.E. MISSION STATEMENT**

The following represents the *core mission* of the S.A.F.E. program:

The Student Awareness of Fire Education (S.A.F.E.) program is a fire prevention education program designed to equip elementary, intermediate, and high school students with skills for recognizing the dangers of fire, including the fire risks smoking-related materials pose. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses.

The S.A.F.E. educator serves as a role model for impressionable youth while providing students with firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and through a core school-based program, affect a change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire departments, working jointly to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning and teaching the Key Fire Safety Behaviors in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*, and to model teamwork for the students.

*Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.*

\_\_\_\_\_  
Designated Fire Official  
Signature/Date

\_\_\_\_\_  
Print

\_\_\_\_\_  
School Dept. – Designated Official  
Signature/Date

\_\_\_\_\_  
Print

**Program Goals and Objectives: (1 page limit).**

**Program Narrative: (2 page limit).**

Describe what you will do, how, when and where you will do it, and how you will know you were successful. Start with one paragraph summary of existing or prior S.A.F.E. Program.

## Fiscal Year 2009 S.A.F.E. Program Grant Application

### Activity Worksheet

A) Provide the information requested below for your FY '09 S.A.F.E. Program.

Grade Category	Number of Visits Per Classroom	Total # Classrooms Reached by S.A.F.E.	Multiply # of Visits X # of Classrooms	Total # of Students Reached By S.A.F.E.	Type of Presentation	Curriculum or Key Fire Safety Behaviors	Student Evaluation Method
Pre- K & K							
Gr. 1 & 2							
Gr. 3 & 4							
Gr. 5 & 6							
Gr. 7 & 8							
Gr. 9 & 10							
Gr. 11 & 12							
Total							

### Calculate Percent of Student Population Reached: \_\_\_\_\_

Divide Total Number of Students Reached by Your SAFE Program by the Total School Enrollment from the Cover Page of the Application.

**Please List other Community Education Activities:**

<b>Activity</b>	<b># Expected to Attend</b>	<b>Topics To Be Covered</b>
Care Provider Programs (e.g. Parent Programs, Babysitter Programs, School Advisory Councils) Please Describe		
After School Programs		
Seniors/Older Adult Programs		
Anti-tobacco Initiatives		
Community Presentations		
Special Education Curriculum		
Health Fairs		
Fire Department Open House		
Other		



**BUDGET FORMULATION WORKSHEET**

Enter the projected amounts for each category

A.	Training	\$ _____
B.	Overtime – Training	\$ _____
C.	Personnel	\$ _____
D.	Overtime /Replacements Costs	\$ _____
E.	Supplies & Operating Expenses	\$ _____
F.	Equipment	\$ _____
G.	Other	\$ _____
Total Project Cost		\$ _____
<b>(Grant Amount Requested)</b>		\$ _____

**Budget Justification: (1 page limit)**

Please explain the total figures on the budget worksheet.

**Fiscal Year 2009 S.A.F.E. Program Grant Score Sheet**

**Program Grant Score Sheet  
For Your Information Only – Do Not Complete**

<b>Documented School Partnership</b>		<b>PASS/FAIL</b>
<b>Completed Past Year End Report</b>		<b>PASS/FAIL</b>
<b>Key Fire Safety Behaviors by Grade Listed</b>		<b>PASS/FAIL</b>
<b>Addresses Fire Risk of Smoking</b>		<b>PASS/FAIL</b>
<b>Minimum 50% Program School-Based</b>		<b>PASS/FAIL</b>
<b>Program Includes Method to Document Student Evaluation</b>		<b>PASS/FAIL</b>
<b>Name of Lead SAFE Educator given who has completed or will complete by 6/30/08 in 5-day Public Fire and Life Safety Educator course</b>		<b>PASS/FAIL</b>
<b>Educator Training – maximum 30 points</b>		
PFALSE Trained Member: Name: _____ =30 points		
<b>OR</b> Name of Member to Complete PFALSE within the grant period: _____ =25 points		
<b>AND</b>		
PEP Trained Member Name: _____ =5 points		
<b>School Based Program Organization – maximum 40 points</b>		
<b>Presentation Style: 20 Points</b>		
Assembly/Auditorium Presentation = 5 points		
Combination Assembly and Classroom Presentations= 12 points		
Individual Classroom Presentations = 20 Points		
<b>Multiple Visits – 10 Points</b>		
1 visit per student = 2 points		
2 visits per student = 5 points		
3 visits per student = 8 points		
4 or more visits per student = 10 points		
<b>Breadth of Program - maximum 10 points</b>		
Less than 10 total classroom visits or 20% of the student population = 2 point		
11-25 total classroom visits or 40% of the student population = 4 points		

## Fiscal Year 2009 S.A.F.E. Program Grant Score Sheet

26-50 total classroom visits or 60% of the student population	= 6 points		
51-75 total classroom visits or 80% of the student population	= 8 points		
more than 76 total classroom visits	= 10 points		
<b>Evaluation – maximum 25 points</b>			
<b>Student Evaluation –</b> Is there a documented method of student evaluation given for each grade level?			
		=Range 0(none) -15 (good) points	
<b>Instructor Evaluation / Feedback –</b> Is there a documented method instructor evaluation (feedback) given?			
		= Range 0(none) -10 (good) points	
<b>MFIRS Current</b>		= 0 or 5points	No/Yes
MFIRS – Is the fire department current with its MFIRS reporting requirements through December 2007?			
<b>Total Points</b>			

**Reminder this score sheet is for the applicant's reference only. Do not complete and do not send in with the application.**

## **FY 2009 Planning Grant Application**

### **Instructions:**

Those applying for a planning grant should request \$1,500, however actual awards will be determined based on available funds.

1. Please complete pages 17, 18,19 and 24 from the “S.A.F.E Program Grant Application.”
2. Circle “Yes” or “No” for the questions below.
3. Write a Narrative (page 28) addressing how you plan to use the money from the Planning Grant.

<b>MFIRS Current. Is the fire department current through December 2007 with its MFIRS reporting requirements?</b>	<b>Yes or No</b>
<b>At least one classroom based activity planned?</b>	<b>Yes or No</b>
<b>At least one community program planned?</b>	<b>Yes or No</b>
<b>Name of Lead S.A.F.E. Educator given who has completed or will complete within the grant period in 5-day Public Fire and Life Safety Educator course_____</b>	<b>Yes or No</b>

Planning Grant Narrative: (1 page limit)

**Acknowledgement of Obligations  
Under a Joint Application for S.A.F.E. Grant**

(To be completed only by Communities/ Districts submitting joint applications)

The City/Town of \_\_\_\_\_, hereby acknowledges and confirms that it is the principal applicant for SAFE grant funds, acting on behalf of itself and the City/Town(s) of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, as joint beneficiaries and joint regional grant recipients.

In exchange for mutual promises contained herein, as good and sufficient consideration, the receipt and sufficiency of which are hereby acknowledged, the joint grant recipients hereby agree as follows:

**TERMS AND CONDITIONS**

I) S.A.F.E. grant funds, issued by the Department of Fire Services to the principal, City/Town of \_\_\_\_\_, in the amount of \$ \_\_\_\_\_, shall be allocated in accordance with the funding formula provided for in the regional SAFE grant application, incorporated herein by reference. Any additional SAFE grant funding that may be awarded to communities shall likewise be allocated.

II) This money is intended to be used for public fire education services to be provided to the principal for itself and for the joint beneficiaries herein stated. The total grant award as provided, above, and shall be the total sum award for the principal and its beneficiaries as determined by the SAFE grant formula provided in the grant application.

## **Fiscal Year 2009 S.A.F.E. Joint Application Agreement**

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III) The principal and its joint beneficiaries agree to enter into such necessary agreements necessary to effectuate the purpose of the grant award and the terms of this agreement, including but not limited to, the execution of contracts related to the grant.

IV) The principal and beneficiaries, expressly warrant that they will abide by the terms of the SAFE grant requirements and this agreement in exchange for the grant award monies provided for and referenced herein. The beneficiaries will hereby agree that they “forgo funding” for their respective communities in exchange for their receipt of services as provided herein.

### **So Agreed:**

**For the Principal:** City/Town of \_\_\_\_\_

\_\_\_\_\_  
Designated Signature Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

### **For the Joint Beneficiaries:**

City/Town of: \_\_\_\_\_

\_\_\_\_\_  
Designated Signature Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title



**Fiscal Year 2009 S.A.F.E. Joint Application Agreement**

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City/Town of: \_\_\_\_\_

\_\_\_\_\_  
Designated Signature Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

City/Town of: \_\_\_\_\_

\_\_\_\_\_  
Designated Signature Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title